

*State Agency  
Buy Recycled Campaign*

# Training Manual for Fiscal Year 2003–2004



**S T A T E   O F   C A L I F O R N I A**

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# State Agency Buy Recycled Campaign (SABRC)

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# Introduction

## Background

The State Agency Buy Recycled Campaign (SABRC) is a joint effort between the Department of General Services and the California Integrated Waste Management Board (CIWMB) to implement State law. Public Contract Code (PCC) sections 12200–12320 require State agencies and the Legislature to purchase recycled-content products (RCP) instead of non-RCPs. State agencies are mandated to ensure that at least 50 percent of the dollars they spend on products within 11 product categories and 25 percent of the dollars in a twelfth category are spent on RCPs. Furthermore, State agencies must report their purchases annually to the CIWMB. State law also requires product suppliers to certify the recycled content of all products offered or sold to the State.

The SABRC was established by AB 4 (Eastin, Chapter 1094, Statutes of 1989) and AB 11 (Eastin, Chapter 960, Statutes of 1993). The Public Contract Code, commencing with section 12150, requires State agencies to buy recycled products. This complements the efforts of the California Integrated Waste Management Act (IWMA) to reduce the amount of waste going to California's landfills. The intent of the SABRC is to develop markets for products made from materials that local governments divert from landfills in complying with the IWMA.

State agencies have a major impact on RCP purchasing. More than 6 billion dollars are spent on goods and services each year by the State. Ensuring that a high percentage of those goods are environmentally preferable, specifically RCPs, is the goal of the SABRC.

California State agencies have a leadership role with other government agencies and the private sector. They look towards the State for product testing, specification development, and procurement procedures/practices. The effort put forth by the State to purchase RCPs will be replicated by the local jurisdictions and the private sector in time, thereby creating a much larger impact on diverted material markets and markets for the RCPs made from those materials.

If the private sector believes that the State is committed to buying RCPs, it will eventually respond by manufacturing more of them and by increasing its own RCP purchases. In this way, the State and the private sector create a synergy that will build and sustain markets for recyclable materials.

The Buy Recycled section of the CIWMB manages the SABRC and promotes California's State policy to "buy green." Staff of the Buy Recycled section provides a wide variety of assistance to State agencies, local governments, and businesses in establishing practices for purchasing RCPs, including:

- SABRC training and presentations.
- Sourcing RCPs.
- Recycled-content certification guidelines.
- Annual SABRC report assistance.
- Assistance with green procurement policies.
- RCP procurement assistance.

## SABRC Training Manual Overview

This manual is produced by the SABRC staff to help State agencies comply with mandates for purchasing RCPs. The manual contains general questions and answers about the SABRC, purchasing and product certification requirements, and reporting assistance. The manual also contains easy reference tables, statute language, and

definitions of terms. The following forms related to the SABRC are also included: State Agency Buy Recycled Campaign Procurement Report (CIWMB #71) and Recycled-Content Certification Forms (CIWMB #74 and #74M). These forms are to be used by State agencies to help identify, track, and report their RCP purchases to the CIWMB.

# Questions About the State Agency Buy Recycled Campaign

## General Questions

### 1. What is the State Agency Buy Recycled Campaign?

The State Agency Buy Recycled Campaign (SABRC) is a joint effort between the Department of General Services (DGS) and the California Integrated Waste Management Board (CIWMB) to implement State law requiring State agencies and the Legislature to purchase recycled-content products. The program provides tools for State agencies to use in reaching RCP procurement mandates, which require the purchase of RCPs instead of non-RCPs whenever price, quality, and availability are comparable. RCPs must also be purchased in sufficient quantities to ensure compliance with the mandated procurement goals in 12 specified product categories.

State agencies are required to annually submit an SABRC Procurement Report to the CIWMB indicating purchases of RCPs and non-RCPs made within 12 product categories throughout the fiscal year.

### 2. How does the SABRC fit in with waste management legislation?

The IWMA and its companion bill, AB 4, were enacted for the purpose of reducing the amount of waste going to California landfills. The IWMA requires California's cities and counties to reduce the amount of material going to landfills by 50 percent. Because of the increasing number of California residents, currently about 33 million, and the decreasing disposal options for the more than 52 million tons of material generated in the state, a reduction in materials headed for disposal is needed and markets for diverted materials is necessary.

The intent of AB 4 was to develop markets for products made from materials that local governments divert in complying with the IWMA. The AB 4 requirement that State agencies purchase RCPs gives local

governments much-needed assistance in the creation and stabilization of markets for materials diverted from landfills.

Instituted by AB 4 in 1989, the SABRC assists with market development for recovered materials—those that have been “saved” from landfills through curbside drop-off, workplace recycling, or redemption value recycling programs. These materials may be sorted, washed, and prepared for the manufacturing process that will convert them into finished RCPs. The purchase of these RCPs is critical to the success of the SABRC and recycling in general. Without the purchase of the finished RCPs, the markets for the recovered materials would disappear, and soon collection and recovery programs would decrease as well.

In 1993, AB 11 made revisions to AB 4, revising the Public Contract Code (PCC). AB 11 directed the CIWMB to assist the Department of General Services with the development and implementation of the SABRC mandates. The SABRC is being developed jointly by the two agencies to provide the tools for State agencies to use in attaining the RCP procurement goals.

### 3. What are the major responsibilities that my agency has under the SABRC mandates?

The SABRC mandates all State agencies to:

1. Require contractors to certify the amount of recycled material in all products purchased.
2. Purchase RCPs instead of non-RCPs.
3. Attain the RCP procurement mandates.
4. Submit annually an SABRC Procurement Report to the CIWMB.

### 4. Does my agency have to buy RCPs instead of non-RCPs?

Yes. Statute (PCC section 12210 and PCC 12301(d) for the Legislature) requires all State agencies to purchase RCPs instead of non-

RCPs whenever quality and availability are equal, and the total cost of the RCPs is no more than the total cost of non-RCPs.

**5. Must State agencies require contractors to obtain the recycled-content information regarding all products, goods, materials, or supplies provided or sold?**

Yes. Statute (PCC section 12205 and PCC 12320(a) for the Legislature) mandates that all State agencies require all contractors to obtain in writing the minimum, if not the exact, percentage of postconsumer and secondary material in the products, goods, materials, and supplies offered or sold to the State. This information may be furnished by the contractor on the Recycled-Content Certification Form (CIWMB #74) found on page 22 of this manual. The information is required, although the contractor need not use this form. However, the form has been designed to collect all of the necessary information in an efficient manner.

**6. Are contractors required to certify the recycled content of their products?**

Yes. Statute (PCC section 12205 and PCC 12320 for the Legislature) requires contractors to identify the amount of postconsumer and secondary material in each product they offer or provide to the State. The contractor must certify the content of all products, goods, materials, and supplies offered or sold to the State, regardless of whether or not they fall within one of the 12 product categories. Contractors must also certify the minimum content regardless of the method or type of contract used to offer or sell the product to the State. The recycled-content certification form is a good tool for this. This certification must be provided regardless of the recycled content contained in the products.

**7. Must I obtain the Recycled-Content Certification Form and/or other documentation for each product?**

Yes. The form must be used if the recycled content of a product is not otherwise provided.

The form is not needed if the recycled content is identified on a Web site, in a product catalog, on product packaging, or by some other written means. If a means other than the form is used to obtain the recycled-content information, the rest of the information needed for the procurement report (purchase amounts and quantity) must be obtained from the product supplier.

The form has the capability of gathering the recycled-content information as well as the other information needed for the report. Finally, **once the recycled content of the product is certified, it does not need to be re-certified each time that same product is ordered or purchased.** If the content changes, a new certification form should be completed. If there is no change in content, reference can be made to the original source of the recycled-content information.

**Please note:** Re-certifying may be necessary to identify a content change. Therefore, an annual check may be necessary.

**8. Do State agencies need to keep copies of all the recycled-content certification forms and/or other documentation for products?**

Yes, statute requires State agencies to certify the amount of recycled material in all products. Plus, SABRC compliance is evaluated during purchasing delegation reviews. DGS conducts thorough reviews every three years or more often as warranted, so certification documentation should be kept for a minimum of three years.

**9. In addition to purchasing RCPs instead of non-RCPs, are there other RCP procurement requirements for State agencies?**

Yes. State agencies are mandated to ensure that at least 25 percent of the dollars spent on printing and writing papers are spent on recycled-content printing and writing papers. Additionally, at least 50 percent of the dollars spent within each of the other specified product categories must be spent on recycled-content products within those categories.

**10. What are the 12 product categories specified in the statutes?**

1. Antifreeze –NEW (AF)
2. Compost/co-compost (CO)
3. Glass products (GL)
4. Lubricating oils (LO)
5. Paint (PT)
6. Paper products (PP)
7. Plastic products (PL)
8. Printing and writing paper (PW)
9. Solvents (SO)
10. Steel products (ST)
11. Tire-derived products (TD)
12. Tires (TI)

**11. Is there a new SABRC product category?**

Yes, PCC sections 12205 and 12305 (SB 1697, O’Connell, Chapter 363, Statutes of 2002) mandates State agencies to track and report antifreeze purchases on the annual SABRC Procurement Report.

**12. What are the minimum content requirements for each of the product categories?**

Each product category has a specific minimum content requirement for the products in that category. A product must contain at least the minimum secondary and/or postconsumer material to be considered an RCP and count towards attainment of the goals. (For content requirements for the specific product categories, please see the table on page 12.)

**13. Have the minimum recycled-content requirements increased for some of the product categories?**

Yes, PCC section 12170 establishes the following minimum recycled-content requirements:

- Recycled antifreeze and solvents are 70 percent postconsumer.
- Recycled paint is 50 percent postconsumer.
- Re-refined lubricating oils are base oil consisting of 70 percent re-refined oil.

**14. Can a product be considered a recycled product for reasons other than if it contains the minimum recycled-content requirements?**

Yes. Products that are refurbished, remanufactured, or reused are always considered recycled products, regardless of whether or not they meet the minimum content requirements. Examples of these types of products are those purchased through the DGS Surplus Property program or through the Cal/MAX program of CIWMB.

**15. What must each agency submit to the CIWMB each year?**

Each agency must submit an SABRC Procurement Report (CIWMB #71) to the CIWMB at the conclusion of each fiscal year. Agencies will periodically be asked to submit the recycled-content certification along with the procurement report; however, the manual for those years will relay that requirement.

**16. What happens to the procurement data reported?**

The data is subject to legislative review. SABRC compliance is reviewed during a purchasing delegation review by DGS. An annual summary of the data is available on CIWMB’s Web site. Lastly, the reports will be the basis for consultations with agencies that do not attain the RCP procurement goals in order to ensure future compliance.

**17. To whom do the terms “State agency” and “State agencies” apply?**

The terms “State agency” and “State agencies” are used in a generic sense to include every fair and exposition, California State Universities (CSU), department, board, commission, and office within State government and the Legislature. It includes all the agency-level offices and cabinet-level offices such as the Secretary of State, Attorney General, and the State Treasurer’s Office. A complete list of State agencies is available at [www.my.ca.gov](http://www.my.ca.gov).

The University of California (UC) system and community colleges have to require contractors to certify the amount of recycled material in all products purchased and buy RCPs instead of non-RCPs. However, UCs and community colleges are not required to attain the RCP procurement mandates or submit annual reports to the CIWMB as do the other State agencies.

## 18. Where can I get help to attain the goals and complete the required forms?

- On the SABRC Web site at:  
[www.ciwmb.ca.gov/BuyRecycled/StateAgency/](http://www.ciwmb.ca.gov/BuyRecycled/StateAgency/).
- In this manual or in other publications available at:  
[www.ciwmb.ca.gov/Publications/](http://www.ciwmb.ca.gov/Publications/).

For questions regarding the SABRC or accessing the recycled-content product database, contact the staff members listed below. A current list of SABRC staff assignments is available at:  
[www.ciwmb.ca.gov/BuyRecycled/StateAgency/Contacts](http://www.ciwmb.ca.gov/BuyRecycled/StateAgency/Contacts).

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- Annual Recycled Product Trade Show  
[www.ciwmb.ca.gov/BuyRecycled/Events/TradeShow/](http://www.ciwmb.ca.gov/BuyRecycled/Events/TradeShow/).
- Buy Recycled Quarterly Meetings (BRQM) [www.ciwmb.ca.gov/Calendar/](http://www.ciwmb.ca.gov/Calendar/).
- For questions on product specifications, contracts, or procurement processes, contact Department of General Services staff:  
  
Steven Casarez (916) 375-4481  
[steve.casarez@dgs.ca.gov](mailto:steve.casarez@dgs.ca.gov).
- For questions on Small Business Certification and Disabled Veteran Business Enterprises, contact the Department of General Services at: 1-800-559-5529 or (916) 375-4940.

## 19. Where can I find RCPs?

There are many places to find RCPs. Try the following resources and Web sites for starters.

- Current suppliers
- Recycled-content product database  
[www.ciwmb.ca.gov/RCP/](http://www.ciwmb.ca.gov/RCP/)
- Other RCP databases  
[www.ciwmb.ca.gov/BuyRecycled/Links/](http://www.ciwmb.ca.gov/BuyRecycled/Links/)
- DGS—statewide contracts for RCPs  
[www.pd.dgs.ca.gov/contracts/](http://www.pd.dgs.ca.gov/contracts/)
- Prison Industry Authority  
[www.pia.ca.gov/](http://www.pia.ca.gov/)
- DGS—Surplus Property Program  
[www.pd.dgs.ca.gov/surplus/default.htm](http://www.pd.dgs.ca.gov/surplus/default.htm)
- CalMAX, classified reuse ads  
[www.ciwmb.ca.gov/CalMAX/](http://www.ciwmb.ca.gov/CalMAX/)



## Specific Questions on SABRC Procurement Reporting

### 20. What are reportable purchases/products?

Reportable purchases/products are **any products, RCPs, or non-RCPs that fall within one of the 12 product categories**. Both RCP and non-RCP purchases within the 12 categories must be tracked and reported regardless of where or how the products were purchased, including all products purchased for a public works project.

### 21. What are reportable RCPs?

Reportable RCPs can be counted towards attainment of the procurement goals. A reportable RCP is a product that is from one of the 12 product categories **and** that:

- Contains at least the minimum secondary and/or postconsumer material specified by statute, **or**
- Is a refurbished, remanufactured, or reused product—one that could have been disposed of as solid waste, having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form. The recycled-content requirements for these products are met because it is a remanufactured product.

### 22. What is a reportable non-RCP?

A reportable non-RCP is a product that falls within one of the 12 product categories that **does not** contain the minimum secondary and/or postconsumer material required by statute **or** is not a reused/refurbished/remanufactured product.

A product that is not from one of the 12 identified product categories should not be reported.

### 23. Must each agency track and report only the reportable RCP purchases?

No. Both reportable RCP and non-RCP purchases **must** be tracked. Tracking both RCP and non-RCP purchases allows you to provide the information needed for the SABRC Procurement Report (CIWMB #71) and to calculate whether or not your agency has attained the mandated RCP procurement goals.

### 24. Is there a tracking tool available?

Yes, CIWMB has a daily tracking tool for all purchases available at: [www.ciwmb.ca.gov/BuyRecycled/](http://www.ciwmb.ca.gov/BuyRecycled/) (under Resources).

### 25. Must products be purchased from each of the 12 product categories?

No. Many State agencies do not purchase products from all of the product categories. For instance, some State agencies may not purchase paint, solvents, compost, or tires. If an agency does not purchase any products from a particular category during a reporting period, the agency may report zeros for that product category on the SABRC Procurement Report (CIWMB #71).

However, if an agency purchases any products from a product category, it must ensure that 50 percent of the dollars spent within the category (25 percent for printing and writing papers) are spent on RCPs.

### 26. Do only products obtained through a commodity contract need to be tracked and reported, or do products obtained through service contracts, public works, maintenance, and all other types of contracts also need to be reported?

Any reportable product that can be classified within one of the 12 product categories needs to be tracked and included in the SABRC Procurement Report (CIWMB #71) regardless of the method or the type of contract used to obtain the product. PCC 12169 indicates that written documentation that is developed pursuant to the requirements of a service contract must be printed on 30 percent postconsumer paper.

### 27. If our agency purchases all its products through contracts with the Department of General Services' Procurement Division, may we report zeros on the SABRC Report?

No. The tracking and reporting requirements are not affected by where or how the products are obtained. If a reportable RCP or non-RCP is purchased and falls within one of the 12

product categories, it must be tracked and reported. An agency may report zeros for a product category only if **no** products are purchased in that product category.

**28. How would an agency report for products received through a formal interagency agreement or through another arrangement, such as with the Office of State Publishing (OSP), Central Stores, or Prison Industry Authority (PIA)?**

The Office of State Publishing will report for all of the paper that it uses for all print jobs. OSP will also report for all paper that is used for all jobs OSP awards to outside vendors on behalf of other State agencies. The agency that submits a print job to or through OSP will not report for the paper that is used for the job. State agencies should, however, report for all paper used for printing and copying done internally or that they procure directly from other (non-OSP) printing facilities. This process will prevent double counting.

In the case of purchases made from Central Stores or PIA, the State agency purchasing products from Central Stores or PIA will report these dollars, unless they are purchasing forms or publications. Central Stores and PIA will provide recycled-content information for their products.

In other cases, (interagency agreements or other arrangements between State agencies) the agency that funds the products, goods, materials, or supplies should track and report them. Interagency agreements could be treated like contracts. Therefore, the agency that ends up with the products could also track and report them. Either way, it is important to determine who will be tracking and reporting the product ahead of time to ensure the products are reported.

**29. When an agency reports for the products/materials obtained through a service contract, maintenance contract, or a building/construction project, should the dollars spent on the actual cost of the products/materials be reported or should the total cost of the contract be reported?**

An agency should only report the dollar amount of the actual products/materials

obtained through the contract, not the entire value of the contract. For instance, if an agency has a printing job performed, it must have the printer certify the recycled content of the paper and must have the printer itemize the cost of the paper out of the total cost of the print job. The agency would then report the dollar amount of the paper.

In the case of a maintenance contract that could involve painting a building, the agency must require the painter to certify the recycled content of the paint and must require the painter to itemize the cost of the paint out of the cost of the entire paint job. The agency would then report the dollar amount of the paint purchased for the project.

In the case of an office building/construction contract, the agency must require the contractor to certify the amount of recycled material in all of the products and must require the contractor to itemize the cost of each product out of the entire contract cost. The agency would then report the dollar amount of each product purchased for the project.

**30. Do State agencies report the purchase of oil, antifreeze, or tires when the DGS Fleet Administration services the vehicles for State agencies?**

No. DGS will report the oil, antifreeze, and tire purchases on their department report.

**31. Does each State agency track and report only for the purchase of products within the 12 identified categories?**

Yes. The SABRC Procurement Report (CIWMB #71) is to reflect all reportable product purchases, both RCP and non-RCP purchases, from within the 12 categories. Products that cannot be classified within one of the 12 product categories should **not** be included in the report.

**32. Must each agency buy RCPs instead of non-RCPs to attain the RCP procurement goals, even if they cost more?**

Yes. PCC sections 12162 and 12205 indicate that State agencies shall meet the mandated RCP procurement goals. While some RCPs may cost more than comparable non-RCPs, many RCPs cost less. (See page 14)

Once the mandated goals have been attained, an agency still must purchase RCPs rather than non-RCPs. This applies only as long as fitness and quality are equal and the RCP is available at no more than the total cost of the non-RCP.

**33. What is the difference between printing and writing papers (PW) and paper products (PP)?**

Printing and writing papers (PW) include copy paper and xerographic papers of all colors and higher-grade papers such as watermarked and cotton-fiber papers. High-speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, ruled tablets, calendars, posters, manila file folders, index cards, white wove envelopes, books, publications, and subscriptions are all included in the PW category. Any papers used to write on should be reported in the PW category.

Paper products include janitorial paper towels and tissue, hanging files, boxes, and all chipboard, paperboard, cardboard, cellulose insulation, and building materials.

**34. Will most compost (CO) purchases qualify as recycled-content compost purchases?**

Yes. Almost all compost will qualify as recycled-content compost, because it is made from postconsumer material diverted from disposal, and includes any compostable organic material. However, requiring the supplier to complete the Recycled-Content Certification Form (CIWMB #74) and/or other documentation used to certify the amount of recycled-content material in a product will ensure that the product meets the minimum content requirements.

**Please Note:** Compost must be derived from organic materials diverted from the municipal solid waste stream, such as green waste from households, public parks, restaurants, and businesses. Compost derived from forest products or lumber mills, such as brush collected from fuel reduction projects or lumber mill by-products, is not eligible to be counted as recycled content since they are not normally disposed of in landfills.

**35. Will most steel products available today count as recycled-content steel products?**

Yes. Almost all steel used today to manufacture products is recycled steel. The two methods of manufacturing steel products typically use postconsumer steel in sufficient quantities to ensure that all products qualify as recycled-content steel products.

**36. Do I need to obtain the Recycled-Content Certification Form (CIWMB #74) and/or other documentation certifying the amount of recycled-content material in steel office products such as chairs, staplers, staples, paper clips, scissors, and hole punches?**

No. The Steel Recycling Institute has statistically determined the average recycled and postconsumer content in steel products. Steel products made in North America, Europe, and Japan meet or exceed the minimum SABRC recycled-content requirements.

**37. Can manufacturers pre-certify their products?**

Yes, the Recycled-Content Certification for Manufacturers (CIWMB 74M, page 24) gives manufacturers and suppliers the opportunity to pre-certify their products. Pre-certified products are more likely to be purchased than products that have not been certified. Taking this proactive approach will save time and money. CIWMB is undertaking an effort to list certified SABRC-compliant RCPs on its Web site, thereby eliminating the need for agencies to obtain the information. Manufacturers do not need to respond to multiple requests for the certification information with each bid/sale to State and local government agencies. Please send completed CIWMB 74M forms to: Buy Recycled Section, MS-12, P.O. Box 4025, Sacramento, CA 95812. This information will go into the Web-based listing under development.

**38. What tool allows manufacturers and vendors to certify their environmental attribute claims?**

The recycled-content certification forms, CIWMB 74 and 74M, allow manufacturers and vendors to certify the recycled-content environmental claims they make concerning their products and services. These claims should be consistent with the Environmental Marketing Guidelines established by the Federal Trade Commission. The guidelines are available at [www.ftc.gov/bcp/grnrule/guides980427.htm](http://www.ftc.gov/bcp/grnrule/guides980427.htm). These guidelines are intended to protect customers from being misled by deceptive environmental claims included in labeling, Web sites, advertising, and all other forms of marketing. PCC 12404 requires manufacturers, vendors, or other nongovernmental entities contracting with DGS to certify that any environmental claims they make concerning their products and services are consistent with these guidelines.

**39. Do products, materials, goods, and supplies purchased for new construction, renovation, and/or tenant improvement projects need to be tracked and reported under SABRC even though the general contractor actually makes the purchases?**

Yes, all dollars spent on reportable products in building construction and renovation, public works, service contracts, and capital outlay projects must be included in the Annual SABRC Procurement Report.

**40. Must my agency track and report all the tires that are purchased or just those of a certain size or type?**

All tires, regardless of size or type, are reportable. Each State agency must track and report all tire purchases regardless of size or the type of vehicle they are going on.

**41. How do I specify the recycled-content certification and RCP procurement requirements in contracts?**

Use boilerplate language. The following language should be included in contracts or solicitations addressing other preferences such as Small Business Enterprise or Disabled Veteran Business Enterprise:

**Buy recycled language**

The State of California is required to purchase recycled-content products rather than non-recycled products whenever price, quality, and availability are comparable. Furthermore, each State agency is required to purchase recycled-content products in sufficient quantities to ensure that mandated recycled-content product procurement goals are attained within twelve product categories. These twelve product categories and their respective minimum recycled-content requirements are outlined in Attachment [#]. In order to help State agencies identify all reportable purchases and all the reportable recycled-content product purchases, suppliers are mandated by the California Public Contract Codes to certify the minimum, if not the exact recycled content, both secondary and postconsumer material, in the products, materials, goods, and supplies offered or sold to the State.

**Recycled paper language for print orders**

The [agency name] requires that all printing jobs be printed on recycled-content papers. Recycled-content papers are defined as papers containing a minimum of 30 percent postconsumer fiber by weight. All papers used in the performance of a print job for [agency name] shall be recycled-content papers. The exact grade and postconsumer fiber content of the papers used for each print job shall be specified by [agency name].

**Recycled-Content Certification Form**

The Public Contract Codes require every supplier to certify the minimum, if not the exact recycled content, both secondary and postconsumer material, in the products, materials, goods, and supplies offered or sold to the State. A Recycled-Content Certification is provided in Attachment [#] for this purpose.

**42. How do I decide which product category to use to report products made from different (multiple) materials?**

Products made from more than one type of material should be reported in the product category of the material type representing the greatest percentage of the product. The material representing the greatest percentage of the product can be decided in a number of ways, including volume, weight, or cost.

For example: a product may be made from steel, wood, cardboard, and plastic. The following are possible methods for determining how to report the product:

1. If the material that visually appears to represent the greatest percentage of the product by **volume** is wood, the product would not be reportable because there is no wood category.
2. If steel appears to be the greatest percentage of the product by **weight**, report the total cost of the product in the steel category.
3. If the plastic portion of the product represents the greatest percentage of the product based on **cost**—that is, if the cost of the plastic components are greater than the cost of any other material—report the total cost of the product in the plastic category.

Deciding in which category to report a product made from multiple types of materials is not a science; it is a judgment call. Simply base your decision on which material appears to comprise the greatest percentage of the product. The decision can be made based upon weight, cost, or the amount (volume) of material used in the product.

**Please Note:** Once you have decided which product category to report the product, assume the entire product (100 percent) is made from that material. For example, once you decide a chair should be reported under the plastic category, report the total cost of the chair as a plastic product.

If the plastic material used in the chair meets or exceeds the minimum recycled-content requirements, the chair would qualify as a recycled-content plastic product. If the plastic material does not meet the minimum content requirements for plastic, the chair would not qualify as a recycled-content product and would be reported only in the “all reportable purchases” column, in the plastic row.

It cannot be considered an RCP plastic product by virtue of other material types used in the product. For example, if the cardboard in the product meets the SABRC minimum recycled content requirements, yet the plastic portion

represents the greatest percentage of the product and the plastic is not made from recycled material, this product should be reported as a non-RCP plastic product.

#### **43. How do I determine the amount of recycled-content material in a product made from different (multiple) materials?**

When determining the recycled and postconsumer content consider only the majority material type and only the recycled-content requirements for that material.

For example, a lumber board is made from a mixture of 60 percent plastic (100 percent recycled, 25 percent postconsumer) and 40 percent sawdust (100 percent recycled fibers). Therefore, the lumber board would be considered a plastic product because plastic is the major material type.

The recycled content of the lumber would be 100 percent recycled, with 25 percent postconsumer reflecting only the majority material type (plastic) and you would not include the sawdust in the determination.

Since the plastic material exceeds the 50/10 recycled-content requirements, it can be reported as a recycled-content plastic product.

Products falling into one category cannot be considered an RCP product by virtue of another material type used in that product.

#### **44. I purchased a product made from glass and plastic, and I decided that the material comprising the greatest percentage of the product was glass. The glass did not meet the recycled-content requirements; however, the plastic did. Can I report the product as a recycled-content plastic product?**

No. Once you make the decision as to which material represents the greatest percentage of the product, the product must be reported under that product category (in this case, glass). Therefore, take the recycled content of the different materials into consideration when making your determination of the “majority” material type.

**45. Must my agency require contractors to disclose the recycled content of the products they supply to my agency?**

Yes. PCC sections 10233, 12205(a)(1), 10308.5, and 10354 require contractors to certify the postconsumer and secondary material content of each product they offer or provide to the State. The contractor must certify any product, regardless of whether or not it can be classified in one of the 12 product categories and regardless of the method or type of contract used to obtain the product. The certification must also be provided regardless of the recycled content of the product. The Recycled-Content Certification Form (CIWMB #74) is provided on page 22 of the manual. The form does not need to be completed by the product supplier if the recycled content is identified on a Web site, in a product catalog, on product packaging, or by some other written means.

**46. As an employee of a State agency, am I mandated to require contractors to certify the recycled content of the materials, goods, or services provided or used?**

Yes. PCC section 12205(a)(1) requires all State agencies to require all contractors to certify in writing the minimum, if not the exact, percentage of postconsumer and secondary material in the products, materials, good, or supplies offered or sold to the State.

**47. What must my agency file each year?**

Each agency must submit the SABRC Procurement Report (CIWMB #71) to the CIWMB after the conclusion of each fiscal year. This completed report is due to the CIWMB by September 1 of each year. The final filing date is October 31. After October 31, reports will not be accepted.

**48. Where do I send my agency's SABRC Procurement Report (CIWMB #71)?**

E-mail, fax, or mail your report directly to your assigned SABRC staff. A current list of assignments is available at:

[www.ciwmb.ca.gov/BuyRecycled/StateAgency/Contacts/](http://www.ciwmb.ca.gov/BuyRecycled/StateAgency/Contacts/)

Mail to: Attn: (Assigned SABRC staff)  
CIWMB, MS-12  
P.O. Box 4025  
Sacramento, CA 95812-4025

**49. Where can I get help with my SABRC procurement program and report?**

- At the SABRC Web site:  
[www.ciwmb.ca.gov/BuyRecycled/StateAgency/](http://www.ciwmb.ca.gov/BuyRecycled/StateAgency/)
- For questions regarding the SABRC or accessing the Recycled-Content Product Database please contact your assigned SABRC staff. E-mail us at: [SABRC@ciwmb.ca.gov](mailto:SABRC@ciwmb.ca.gov) or call (916) 341-6500.

## Product Categories, Content Requirements, and Procurement Mandates

Column A	Column B	Column C
Product Categories	Minimum Content Requirements (Percent)	Minimum Procurement Mandates (Percent) <sup>1</sup>
Antifreeze (AF) <sup>2</sup>	70% Postconsumer	50%
Compost and co-compost (CO)	50% Total Recycled Content <sup>3</sup> 10% Postconsumer	50%
Glass products (GL)	50% Total Recycled Content 10% Postconsumer	50%
Lubricating oils (LO)	70% Re-Refined Base Oil <sup>4</sup>	50%
Paint (PT)	50% Postconsumer <sup>4</sup>	50%
Paper products (PP)	50% Total Recycled Content 10% Postconsumer	50%
Plastic products (PL)	50% Total Recycled Content 10% Postconsumer	50%
Printing and writing paper (PW)	30% Postconsumer	25%
Solvents (SO)	70% Postconsumer <sup>4</sup>	50%
Steel products (ST)	25% Total Recycled Content 10% Postconsumer	50%
Tire-derived products (TD)	50% Postconsumer	50%
Tires (TI)	50% Total Recycled Content 10% Postconsumer	50%

### Notes:

- (1) Column C indicates the percentage of all dollars to be spent on RCPs in that category for each fiscal year in order to attain compliance with the RCP procurement mandates.
- (2) Effective January 1, 2003, for fairs & expositions. Effective July 1, 2003, for all other State agencies.
- (3) Total recycled content = postconsumer + secondary content.
- (4) Effective January 1, 2004, for fairs and expositions. Effective July 1, 2003, for all other State agencies.

## Common Reportable Products in Each SABRC Category

This list is intended to identify a few selected products within the 12 categories. It is not intended to be a comprehensive list of all products within each category.

**Paper Products:** Paper janitorial supplies, hand towels, facial tissue, toilet paper, seat covers, corrugated boxes, various types of paperboard (boxes, cartons, wrapping, packaging), hanging files, file boxes, building insulation, and containers.

**Printing and Writing Paper:** Copy and xerographic papers, high-grade paper such as watermarked and cotton fiber papers, high-speed copier paper, offset paper, forms bond, computer paper, noncarbon paper, file folders, white wove envelopes, labels, uncoated printing and writing papers, book paper, newsprint, ruled tablets, posters, index cards, and calendars.

**Plastic Products:** Toner cartridges, blank diskettes and CDs, carpet, office products, premiums (promotional items), plastic lumber, buckets, waste baskets, containers, benches, tables, fencing, clothing, mats, packaging, signs, posts, binders, sheet, garden hose, trays, plastic/petroleum-based fabrics, bags, cups, and food service items.

**Compost and Co-Compost Products:** Landscaping materials, erosion control, weed control, moisture retention, decomposed organic yard, farm, and food materials.

**Glass Products:** Windows, test tubes, beakers, laboratory/hospital supplies, fiberglass insulation, reflective beads, tiles, construction blocks, desktop accessories, flat glass sheets, loose-grain abrasives, deburring media, liquid filter media, and containers.

**Lubricating Oil Products:** Motor, engine, and transmission fluids, power steering, crankcase, diesel, and transformer dielectric fluids, chain saw, cutting, gear, hydraulic, and industrial fluids, base stock used for tractors, vehicles, fleet cars, trucks, and buses.

**Paint:** Latex paint, graffiti abatement, interior and exterior, maintenance. Includes enamels, aerosols, and primers.

**Solvents:** Heavy-duty printing/press cleaners, auto/engine degreasers, parts cleaners, and paint thinners/removers.

**Antifreeze:** Engine coolant added to radiator water in cars, trucks, and many other types of engines.

**Tire-Derived Products:** Flooring mats, wheelchair ramps, playground cover, parking bumpers, bullet traps, hoses, bumpers, truck-bed liners, pads, walkways, tree ties, road surfacing, wheel chocks, rollers, traffic control products, mud flaps, and posts.

**Tires:** Passenger, truck, bus, trailer, equipment tires, and aircraft.

**Steel Products:** Automobiles, trucks, buses, staplers, appliances, motors, paper clips, motorcycles, steel furniture, desks, pedestals, scissors, jacks, rebar, pipe, plumbing fixtures, chairs, ladders, file cabinets, shelving, containers, lockers, sheet metal, guard rails, and girders.

## Products That Are Not Reportable

The following products are not reportable and should not be included on your annual SABRC report: wood products, natural textiles (wool, cotton, and fur), masonry, aggregate, concrete, non-ferrous metals, food, live animals, ammunition/explosives, guns, liquid fuel, pharmaceutical drugs, lamps, light fixtures, light bulbs, fluorescent tubes, flashlights, batteries, power tools, glue, film, and electronic items such

as computers, televisions, software on a disk or CD, telephone systems, printers, copiers, fax machines, communications equipment, and laboratory and field instruments. **The electronic items are not reportable** because most of the product cost represents the ability to utilize technology more than it represents the hardware cost (for example, the cost of a CD containing a software program far exceeds the cost of the disk).



## Public Contract Code (PCC) Sections Pertaining to the State Agency Buy Recycled Campaign

### **PCC 12210 (a)**

“Fitness and quality being equal, all local and state public agencies shall purchase recycled products instead of nonrecycled products whenever available at no more than the total cost of non-recycled products...”

### **PCC 12205**

#### **(PCC 12305 for the Legislature)**

Each State agency shall meet the goal for each of the 12 product categories:

1. Antifreeze
2. Compost/co-compost
3. Glass products
4. Lubricating oils
5. Paint
6. Paper products
7. Plastic products
8. Printing and writing papers
9. Solvents
10. Steel products
11. Tire-derived products
12. Tires

RCP procurement goals for each fiscal year:

- At least 50 percent of the dollars spent on products within 11 product categories must be spent on RCPs.
- At least 25 percent of the dollars spent on products in a twelfth category, printing and writing paper, must be spent on RCPs.

### **PCC 12162 (b)**

Each State agency shall report annually to the CIWMB on its progress towards meeting the procurement goals.

### **PCC 12205**

#### **(a) (PCC 12320 for the Legislature)**

“All State agencies shall require all contractors to certify in writing the minimum percentage, if not the exact percentage, of postconsumer and

secondary material in the materials or goods which are offered or sold. This certification shall be furnished under penalty of perjury.”

### **PCC 12205 (b)**

“... In determining procurement specifications, with the exception of any specifications that have been established to preserve the public health and safety, all state procurement and purchasing specifications shall be established in a manner that results in the maximum state procurement of recycled products.”

### **PCC 12205 (b)**

“The department [Department of General Services], in consultation with the board [CIWMB], shall review and revise the procurement specifications used by State agencies in order to eliminate restrictive specifications and discrimination against the procurement or purchase of recycled products. . . .”

### **PCC 12205 (c) (1)**

“... the department [Department of General Services], in consultation with the board [CIWMB], may . . . establish recycled-content disclosure, recycled product-only bids, cooperative purchasing arrangements, or conduct an analysis of solid waste diversion from disposal facilities, to meet the goals for recycled products and to encourage the maximum state procurement and purchase of recycled products.”

### **PCC 12205 (c) (1)**

“All State agencies shall, if feasible, implement recycled product-only bids to purchase recycled products . . .”

### **PCC 12213**

“All contract provisions impeding the consideration of products with recycled product shall be deleted in favor of performance standards.”

## Immediate Actions to Increase RCP Purchases

Several actions you can take immediately to increase RCP procurements are listed below.

1. Ask your contractor and DGS representatives whether the products you are currently buying are RCPs. You may be purchasing RCPs and be unaware of it. Increase your use of the Recycled-Content Certification Form (CIWMB #74) so that you can take credit for the RCPs you are purchasing.
2. If the products you are currently buying are not RCPs, replace them with RCPs. Many RCPs compare favorably to non-RCPs with respect to price, quality, and availability. Switching from a non-RCP to an RCP, even when you are already in compliance, is preferable. In fact, such initiative provides security against a shortfall (a common problem) in RCP purchases and alerts DGS to RCP demands.
3. Request RCPs on all intraoffice requisitions, purchase orders, release orders, purchase estimates, Cal Card purchases, and any other purchasing documents.
4. Specify RCPs in contract and grant language. RCPs purchased or used to fulfill the terms of a contract or grant should be counted towards attainment of the goals.
5. Identify large quantity or large dollar amount purchases of RCPs that you can make early in the fiscal year. This will allow you to attain the goals in the least number of transactions possible and as early in the fiscal year as possible.
6. Establish “set-asides” and “recycled-only” contracts to ensure contractors provide RCPs.
7. Review, revise, and establish new procurement and purchasing specifications in order to maximize RCP procurements.
8. Establish a work group or task force of interested staff members in your department

to help promote SABRC activities. This group should include all staff involved in the ordering and procurement processes.

9. Pursue the adoption of a department policy encouraging all staff to be responsible for attaining the SABRC mandates and procurement goals.
10. Conduct outreach and educational efforts to ensure all staff is aware of the mandates and actively participates in the “buy recycled” efforts throughout your agency. Ask your SABRC staff contact to come out and conduct your initial training or refresher training to educate new personnel at your organization. See page 5 for your contact.
11. Incorporate sustainable building practices into construction projects. Visit [www.ciwmb.ca.gov/GreenBuilding/](http://www.ciwmb.ca.gov/GreenBuilding/) for more information.

### **RCPs that cost less than or the same as non-RCPs include the following:**

- Xerographic paper
- Paper towels and tissue
- Corrugated boxes and packaging
- Envelopes and mailers
- Corrugated file boxes
- Plastic trash cans/liners
- Latex paint
- Re-refined automotive lubricants
- Compost/mulch
- Retreaded truck tires
- Writing tablets
- Continuous feed computer paper
- Laser toner cartridges
- Reformatted computer disks

You can find other great RCPs on the recycled-content product database at:  
[www.ciwmb.ca.gov/RCP/](http://www.ciwmb.ca.gov/RCP/).

## Glossary of Terms

1. **Agency** is defined under **State Agency**.
2. **Antifreeze** is an engine coolant added to radiator water in cars, trucks, and many other types of engines. To count towards attaining the mandated goal, recycled antifreeze, as defined in PCC 12170(3), must have at least a 70 percent postconsumer recycled content by weight.
3. **Compost**, as defined in PCC section 12182, is a product resulting from the biological decomposition of organic materials such as leaves, grass clippings, yard trimmings, fruits, and vegetables. For these reporting purposes, compost may also include humus and other organic soil amendments with or without additives. Co-compost, as defined in PCC section 12181, is derived by blending compost with biosolids. To count towards attaining the mandated procurement goal compost and co-compost, as defined in PCC section 12200, must contain at least 50 percent (by weight) secondary and postconsumer material, and, no less than 10 percent of the material must be postconsumer.  
  
State agencies may also report purchases of mulch under this category. Mulch (organic materials) means organic materials that are diverted from disposal through source separation at the point of generation or at a processing facility, and that are processed to remove inert material contamination (for example, plastic, paper, glass) and to reduce feedstock material to a specified particle size. Organic materials include, but are not limited to, yard trimmings, branches and stumps, and untreated wood (construction lumber or pallets, etc). Mulch product includes both mechanically processed material that has *not* gone through a composting process, or large size particles screened off a compost product.
4. **Glass products**, as defined in PCC section 12200, include all products consisting primarily of glass materials, including, but not limited to, containers, windows, fiberglass insulation, reflective beads, and construction blocks. To count towards attaining the mandated goals, recycled glass products must contain at least 50 percent by weight secondary and/or postconsumer material, with at least 10 percent being postconsumer.
5. **Lubricating oils** include, but are not limited to, crankcase, engine, and transmission oils. To count towards attaining the mandated goals, recycled lubricating oils, as defined in PCC section 12170(5), must have a base oil consisting of at least 70 percent re-refined oil by weight.
6. **Paint** includes, but is not limited to, aerosols, latex and enamel paint, and primers. To count towards attaining the mandated goals, recycled paint products, as defined in PCC section 12170(4), must have a recycled content consisting of at least 50 percent postconsumer paint by weight. If paint containing 50 percent postconsumer content is unavailable, State agencies may substitute paint with the maximum amount of postconsumer content, but not less than 10 percent postconsumer content by weight.
7. **Paper products**, as defined in PCC section 12161, include all products made from wood and/or paper fiber (**excluding PW**), such as hanging file folders, paper janitorial supplies, towels, tissue, corrugated boxes, and various types of paperboard (boxes, cartons, wrapping, packaging). To count towards attaining the mandated goals, recycled paper products must contain at least 50 percent by weight secondary and postconsumer material, with 10 percent being postconsumer material.

8. **Plastic products**, as defined in PCC section 12200, include all products comprised primarily of plastic material, including, but not limited to, plastic lumber, containers, bags, packaging, remanufactured toner cartridges, and office products. To count towards attaining the mandated goals, recycled plastic products must contain at least 50 percent by weight secondary and postconsumer material, with no less than 10 percent being postconsumer material.
9. **Postconsumer material**, as defined in PCC section 12200 (b), comes from products that were bought by consumers, used, and then recycled. For example, a newspaper that has been purchased and read, recycled, then used to make another product would be postconsumer material.  
  
A product that must meet a 50/10 minimum content requirement may meet the requirement with 50 percent or more postconsumer material.
10. **Printing and writing paper (PW)** is defined in PCC section 12161 as containing at least 30 percent by fiber weight postconsumer material. PWP includes copy paper and xerographic papers of all colors, and higher-grade papers such as watermarked and cotton fiber papers. It includes high-speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, Post-it notes, manila file folders, calendars, posters, ruled papers, white wove envelopes, books, publications, and subscriptions.
11. **Purchase/procure** means any method, contract, procedure, agreement, or arrangement that agencies use to obtain products, goods, materials, and supplies.
12. **Recycled product** is defined in PCC section 12200 (a) as “. . . all materials, goods, supplies, with no less than 50 percent of the total weight of which consists of secondary and postconsumer waste material with not less than 10 percent of its total weight consisting of

postconsumer material . . .” This definition applies to paper products, plastic products, compost and co-compost, glass products, lubricating oils, paints, solvents. A product with 50 percent postconsumer material content meets the requirements of a “50/10” product.

PCC section 12200 (a) additionally states that a recycled product also is a product “. . . that could have been disposed of as solid waste, having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form.” Examples of refurbished products include remanufactured laser toner cartridges, repaired office furniture, reconditioned carpet, retreaded tires, and reformatted computer disks.

13. **Refurbished/remanufactured/reused products** are products that could have been disposed of as solid waste. These products have completed their life cycle as consumer items, and they are then refurbished for reuse without substantial alteration of their form. Refurbishing includes renovating, repairing, restoring, or generally improving the appearance, performance, quality, functionality, or value of a product. The recycled-content requirements for these products are met because it is a remanufactured product.
14. A **reportable purchase/product** can be either an RCP or a non-RCP. A reportable purchase/product is any product, RCP or non-RCP, from within the 12 product categories.

A **reportable RCP** can be counted towards attainment of the goals. A reportable RCP is a product from within one of the 12 product categories that either contains at least the minimum secondary and postconsumer material specified by statute or has been refurbished/remanufactured.

A **reportable non-RCP** is a product within one of the 12 product categories, having no recycled content or less than the

minimum required for its particular product category. The reportable non-RCP would either not contain the minimum secondary or postconsumer material content, or it would not be a reused/refurbished product.

15. **Retreaded tires**, as defined in PCC section 12200, include, but are not limited to, any passenger, truck, heavy equipment, or agricultural implement tire that has been recapped or has had a new tread portion affixed to a used casing. Retreaded tires qualify as recycled-content products under the reuse definition. Therefore, retreaded tires have no minimum recycled-content requirements. Retreaded tires should be reported under the RCP column of the tire category either by 15 inches and smaller or larger than 15 inches.
16. **Secondary material**, as defined in PCC section 12200 (c), consists of fragments of finished products of a manufacturing process. Examples of secondary material include paper trimmed from an oversized roll in the printing plant and a rough edge trimmed from a molded plastic product. These excess materials are recycled prior to the finished product reaching a consumer. Therefore, that material would be secondary material (also referred to as preconsumer or postindustrial material) as opposed to postconsumer material.
17. **Solvents** are products typically used in industrial settings that include, but are not limited to, paint thinners and removers, halogenated solvents, asphalt testing solvents, flexographic plate wash, solvents used in hospital applications, and turpentine. To count towards attaining the mandated goal, recycled solvents, as defined in PCC 12170(3), must have at least a 70 percent postconsumer recycled content by weight.
18. **State agency** is defined to include every department, board, commission, fair and exposition, CSU, and office within State government and the Legislature. It includes all the agency-level offices and cabinet-level offices, such as the Secretary of State, Attorney General, and the State Treasurer's Office. A complete list of State agencies, departments, boards, commissions, and fairs and expositions is available at [www.my.ca.gov](http://www.my.ca.gov). If you are a board/bureau within a department, please check with the department to determine if the department is reporting on your behalf.
19. **Steel products**, according to PCC section 12200, means all steel products, including flat rolled steel products with at least 25 percent of the total weight consisting of secondary and postconsumer material. At least 10 percent must be postconsumer material. Products made with flat rolled steel meeting these content percentages may include automobiles, cans, appliances, and office furniture and supplies. Virtually **all** steel products are recycled-content steel products.
20. **Tire-derived products**, according to section 42890 of the Public Resources Code, include but are not limited to, rubber products, rubberized asphalt, carbon black, metal, or nylon products whose raw materials were derived from the processing of tires. Recycled tire-derived products must contain at least 50 percent by weight postconsumer material.
21. **Tires**, according to PCC section 12200, include all tires regardless of size or type. All tire purchases are to be reported. However, only tires 16 inches and greater are recommended to be retreaded. At this time, only tires 16 inches and greater are known to be available that pass all applicable standards and specifications for retreaded tires. To count towards attaining the mandated goals, recycled tires must contain at least 50 percent by weight secondary and postconsumer material, with at least 10 percent being post-consumer material. Retreaded tires qualify as RCPs under the reuse definition. Therefore, the recycled-content requirements for retreaded tires are met because it is a remanufactured product.

Retreaded tires should be reported under the tire category either by 15 inches and smaller or larger than 15 inches.

**State Agency Buy Recycled Campaign Procurement Report**—available at [www.ciwmb.ca.gov/BuyRecycled/StateAgency/Manual/](http://www.ciwmb.ca.gov/BuyRecycled/StateAgency/Manual/) in Word and Excel.  
Due September 1, 2004 for FY 03–04

STATE ENTITY REPORTING \_\_\_\_\_ CONTACT \_\_\_\_\_

DATE \_\_\_\_\_ PHONE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

Column 1		Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Product Category <sup>1</sup>		All Reportable Purchases (Qty) <sup>2</sup>	All Reportable Purchases (\$\$\$) <sup>3</sup>	RCP Purchases (Qty) <sup>4</sup>	RCP Purchases (\$\$\$) <sup>5</sup>	% of RCP (Qty) <sup>6</sup> Col 4 / Col 2 = %	% of RCP (\$\$\$) <sup>7</sup> Col 5 / Col 3 = %
Antifreeze (AF)		(gal)	\$	(gal)	\$	%	%
Compost and co-compost (CO)		(cu yd)	\$	(cu yd)	\$	%	%
Glass products (GL)			\$		\$		%
Lubricating oils (LO)		(gal)	\$	(gal)	\$	%	%
Paint (PT)		(gal)	\$	(gal)	\$	%	%
Paper products (PP)							
Plastic products (PL)			\$		\$		%
Printing and writing paper (PW)			\$		\$		%
Solvents (SO)		(gal)	\$	(gal)	\$	%	%
Steel products (ST)			\$		\$		%
Tire-derived products (TD)			\$		\$		%
Tires (TI)	15" and smaller		\$		\$	%	%
	Larger than 15"		\$		\$	%	%
			Total <sup>8</sup> : \$ _____		Total <sup>9</sup> : \$ _____		Total: _____ %

(See footnotes and filing instructions on the back of this page.)

In columns without reportable quantity or dollars, indicate zeros.

## Footnotes

**Note:** All purchases within these product categories, regardless of the product source or type of contract used to purchase them, should be included in your report. Include **all** reportable purchases both RCPs and non-RCPs.

1. Please refer to the FY 2003–04 SABRC Training Manual’s glossary of terms for definitions and examples of the product categories. Include **all** reportable purchases (RCPs and non-RCPs) within the 12 product categories. RCPs outside of the 12 product categories **cannot** be counted toward attaining the procurement goals. However, non-reportable RCPs may be attached to this report.
2. Indicate the quantity (units) of **all** reportable purchases (RCPs and non-RCPs) made in the antifreeze, compost, lubricating oils, paint, solvents, tire-derived, and tire categories during the fiscal year. Do not report quantities for the shaded product categories.
3. Indicate the total dollars spent on **all** reportable purchases (RCPs and non-RCPs) in each product category during the fiscal year.
4. Indicate the total quantity (units) of reportable RCPs purchased during the fiscal year. Do not report quantities for shaded product categories.
5. Indicate the total dollars spent on reportable RCPs for each category during the fiscal year.
6. Indicate the percentage of reportable RCPs purchased. The percent recycled is calculated by dividing the figure in column 4 by column 2 and multiplying by 100. Do not calculate percentages for the shaded product categories.
7. Indicate the percentage of total dollars represented by dollars spent on reportable RCPs in each category. The percent recycled is calculated by dividing the figure in column 5 by column 3 and multiplying by 100.

8. The total of column 3 should be equivalent to the total dollars spent on **all** reportable products (RCPs and non-RCPs) during the fiscal year.
9. The total of column 5 should be equivalent to the total dollars spent on reportable RCPs during the fiscal year.

## **Filing SABRC Procurement Report**

E-mail, fax, or mail your report directly to your assigned SABRC staff. A current list of SABRC staff assignments is available at: [www.ciwmb.ca.gov/BuyRecycled/StateAgency/Contacts/](http://www.ciwmb.ca.gov/BuyRecycled/StateAgency/Contacts/). If you have questions, please contact us by phone at (916) 341-6500.

**Mail to:** Attention (SABRC assigned staff)  
CIWMB, MS –12  
P.O. Box 4025  
Sacramento, CA 95812-4025



## Recycled-Content Certification

To be completed by State Agency	
State Agency:	
Purchasing Agent:	Purchase Order #:
Phone:	E-mail:

This form shall be completed by contractor/vendor/bidder/buyer/State-contracting officer/State purchasing agent. The completed form must be filed with the State entity with a row completed for each product supplied to the State. Attach additional sheets if necessary. Information must be included, even if the product does not contain recycled material. Product labels, catalog/Web site descriptions, or bid specifications, are acceptable documentation verifying the information required.

Contractor's Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_ Web site \_\_\_\_\_

Item/ Row	Qty	Unit of Measure	Unit Cost	Subtotal	Product Number / ID SKU	Product Manufacturer	Product Description / Brand	SABRC Product Category <sup>1</sup>	Postconsumer Material (Percent) <sup>2</sup>	Secondary Material (Percent) <sup>3</sup>	Virgin Material (Percent) <sup>4</sup>	Total Percent <sup>5</sup>	Meets SABRC
												100%	
												100%	
												100%	
												100%	
												100%	
												100%	
				Total \$									

Public Contract Code sections 10233, 10308.5, 10354, and 12205(a) require certification in writing, under penalty of perjury, to the State agency awarding a contract, the minimum, if not the exact, percentage of postconsumer and secondary material in the products, materials, goods, or supplies offered or sold.

I certify that the above information is true. I further certify that these environmental claims for recycled content regarding these products are consistent with the Federal Trade Commission's Environmental Marketing Guidelines in accordance with PCC 12404. These guidelines are available at: <http://www.ftc.gov/bcp/gnrule/guides980427.htm>.

Print name of person completing form	Title	Agency/Company	Signature of person completing form	Date
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(See footnotes on the back of this page.)

## Footnotes

1. **Product category** refers to one of the product categories listed to the right, into which the reportable purchase falls. For products made from multiple materials, choose the category that comprises most of the product by cost, weight, or volume.  
**If the product does not fit into any of the product categories, enter "N/A." Common N/A products include wood products, natural textiles, aggregate, concrete, electronics such as computers, TV, software on a disk or CD, telephone systems, printers, copiers, and fax machines.**
  2. **Postconsumer material** comes from products that were bought by consumers, used, then recycled. For example: a newspaper that has been purchased and read, next recycled, and then used to make another product would be postconsumer material.
  3. **Secondary material** consists of fragments of finished products of a manufacturing process. Examples of secondary material include paper trimmed from an oversized roll in the printing plant and re-grind from a molded plastic product. These excess materials are recycled prior to the finished product reaching a consumer. Therefore, that material would be secondary material (also referred to as preconsumer or postindustrial material) as opposed to postconsumer material.
- Example: If copy paper contained 20 percent postconsumer material, the remainder will be virgin material. Indicate 20 percent in the Postconsumer column and 80 percent in the Virgin Material column. If it contained 20 percent postconsumer material and 40 percent secondary material, indicate 20 percent in the Postconsumer column, 40 percent in the Secondary Material column, and 40 percent in the Virgin Material column.
4. **Virgin material** is that portion of the product made from new or non-recycled material. The material is neither secondary nor postconsumer.
  5. **Total percent** is the sum of the Postconsumer Material column, Secondary Material column, and Virgin Material column and it must equal 100 percent.

Note: If it is a refurbished or remanufactured product, such as a remanufactured toner cartridge or a retreaded tire, then include that information in the product description column and do not complete the postconsumer material, secondary material, and virgin material columns.

For more information, please visit [www.ciwmb.ca.gov/BuyRecycled/](http://www.ciwmb.ca.gov/BuyRecycled/).

Plan to attend the **5th Annual Recycled Product Trade Show, Spring 2004.**

Product category	State's minimum recycled-content requirements
<b>Antifreeze (AF)</b> engine coolant added to radiator water in cars, trucks, and many other types of engines	70% PC
<b>Compost and co-compost (CO)</b> landscaping materials, erosion control, weed control, decomposed organic yard, or food materials	50% TR 10% PC
<b>Glass Products (GL)</b> windows, fiberglass (insulation), tiles, construction blocks, and flat glass sheets	50% TR 10% PC
<b>Lubricating Oils (LO)</b> motor, transmission fluids, power steering, crankcase, transformer dielectric fluids, gear, hydraulic, industrial fluids, base stock for tractors, vehicles, cars, trucks, and buses	70% PC
<b>Paint (PT)</b> latex paint, interior/exterior, maintenance	50% PC
<b>Paper Products (PP)</b> paper janitorial supplies, corrugated boxes, paperboard (boxes, cartons, wrapping), hanging files, file boxes, building insulation, and containers	50% TR 10% PC
<b>Plastic Products (PL)</b> toner cartridges, blank diskettes and CDs, carpet, office products, plastic lumber, waste baskets, benches, tables, fencing, clothing, packaging, signs, posts, and binders	50% TR 10% PC
<b>Printing and Writing Paper (PW)</b> xerographic and higher-grade papers, high-speed copier paper, offset paper, forms, carbonless paper, ruled tablets, calendars, posters, manila file folders, index cards, white wove envelopes, and cover stock	30% PC
<b>Solvents (SO)</b> heavy printer cleaner, auto degreaser, parts cleaner	70% PC
<b>Steel Products (ST)</b> automobiles, vehicles, staplers, paper clips, furniture, scissors, and pipe. Steel products made in North America, Europe, and Japan meet SABRC requirements; thus, only complete Dollars, Product Description, and SABRC Product Category.	25% TR 10% PC
<b>Tire-Derived Products (TD)</b> flooring, wheelchair ramps, playground cover, parking bumpers, truck-bed liners, pads, walkways, tree ties, road surfacing, wheel chocks, rollers, traffic control products, mud flaps, and posts	50% PC
<b>Tires (TI)</b> passenger, truck, bus, and equipment tires. For retreaded tires indicate this in the product description column and do not complete postconsumer, secondary, and virgin material columns	50% TR 10% PC

**TR** = total recycled content      **PC** = postconsumer

## Recycled-Content Certification for Manufacturers

Date \_\_\_\_\_

By completing this form, you are taking the proactive steps of certifying the amount of recycled material in the products you manufacture. California law requires local and State public agencies to collect this information for all products, materials, good, or supplies being offered or sold. Complete a row for each product, and attach additional sheets if necessary. This product certification is valid until the product composition changes, and it is the responsibility of the manufacturer to update this certification.

Check any that apply: ☐ Disabled Veteran Business (DVBE)

Manufacturer \_\_\_\_\_ California Certified: ☐ Small Business (SB) or ☐ Microbusiness (MB)

Address \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_ Web site \_\_\_\_\_

Product Number / ID SKU	Product Description / Brand / Construction Specification Index (CSI)	SABRC Product Category <sup>1</sup>	Postconsumer Material (Percent) <sup>2</sup>	Secondary Material (Percent) <sup>3</sup>	Virgin Material (Percent) <sup>4</sup>	Total Percent <sup>5</sup>
						100%
						100%
						100%
						100%
						100%
						100%
						100%
						100%

Public Contract Code sections 10233, 10308.5, 10354, 12205(a), and 12213 require certification in writing, under penalty of perjury the minimum, if not the exact percentage of postconsumer and secondary material in the products, materials, goods, or supplies offered or sold.

I certify that the above information is true. I further certify that these environmental claims for recycled content regarding these products are consistent with the Federal Trade Commission's Environmental Marketing Guidelines in accordance with PCC 12404. These guidelines are available at: <http://www.ftc.gov/bcp/gnrule/guides980427.htm>.

Print name of manufacturer representative completing form  
(See footnotes on the back of this page.)

Title

Signature of manufacturer representative completing form

## Footnotes

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